

**College of Micronesia – FSM  
Committee (Working Group) Minutes Reporting Form**

<b>Committee or Working Group:</b>	Management Team (Special Meeting)
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<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
October 1, 2015	3:00 PM	Board Conference Room

<b>Members Present/Absent:</b>				
Title/Representative	Name	Present	Absent	Reasons
Director of Institutional Research and Planning	Jimmy Hicks (Chair)	X		
Director of Maintenance and Campus Security	Francisco Mendiola (Vice-chair)	X		
Dean of Academic Programs	Maria Dison (Secretary)	X		
Comptroller	Roselle Togonon	X		
Lead Counselor	Penselynn Etse Sam	X		
Chuuk Campus Dean	Kind Kanto	X		
Kosrae Campus Dean	Nena Mike (Acting)		X	
Pohnpei Campus/CTEC Director	Grilly Jack		X	
FSM-FMI/Yap Campus Dean	Lourdes Roboman	X		
Director of FSM-FMI	Mathias Ewarmai	X		
Director of Admissions, Records and Retention	Joey Oducado	X		
Director of Financial Aid	Arinda Halbert (Acting)		X	
Director of Human Resources	Rencelly Nelson	X		
Director of Learning Resource Center	Jennifer Helieisar		X	
Cooperative Research & Extension Coordinator	Engly Ioanis	X		
Director Information Technology	Gordon Segal	X		
Director of Student Life	Vacant	X		
Additional Attendees: VPAS Joseph Habuchmai				

<b>Agenda/Major Topics of Discussion:</b>
<ol style="list-style-type: none"> <li>1. Performance budget FY 2017 process and procedures - review of potential institutional and department level outcomes and priorities</li> <li>2. Review of the strengthening purposeful dialogue handbook</li> </ol>

<b>Discussion of Agenda/Information Sharing:</b>
<ol style="list-style-type: none"> <li>1. Focus on improving student achievement and learning - VPAS lead the review and discussion of the processes and status of the FY2017 development.</li> </ol> <p>VPs had a meeting during the first week of August and laid out a budget plan in terms of priorities for each department.</p>

Institutional data showed core courses that affect a broad range of educational indicators. The courses are ESL099 EN120A, EN120B, MS099, and MS100. The college will focus on improving student achievement and learning in said courses.

Revenue projections and assumptions are based on AY2015 budget – revenue is projected to increase from \$8.3m to \$8.7m. The college will seek additional subsidy from government; instead of \$3.8m will ask for \$4m or \$4.5m. Former FSM President Mori is spearheading this effort and also seeking additional support for students who are toward the end of their programs run out of Pell. This fund can be established as college grant. FSM VP has expressed support for the plan.

Strategies for improving student success:

- a. Recruitment of faculty as early as possible
- b. Training of faculty, committee, etc.
- c. Overloads should be addressed – based on critical needs
- d. Structured scheduling, block sections/scheduling
- e. Strengthening early registration to allow for modification of sections and need for new sections
- f. Advising – advisors review IDP in-depth to set student multi-semester pathways
- g. Copley Square Tracking
- h. Counselors and FA staff assist students in identifying
- i. FOE implementation to keep students in good academic standing
- j. VPs to allocate budget to divisions based on outcomes

Questions and answers:

Are the outcomes finalized or can we make other suggestions? Answer: These are the outcomes brought by the VPs offices/programs are aligned to outcomes.

Chuuk Campus Dean's concern – These courses (MS 099 & 100, ESL 098, EN 120a & b) are GE for the degree programs. What about the certificate programs at the state campuses? Are we not to focus on improving student achievement and learning in these certificate programs? Acting VPEMSS Oducado answered that the state campuses can also add other courses.

The list is not actually outcomes but directions; one can tweak the wording with justification to focus on the gateway courses at the campus. It has been discussed before that campuses can add courses with low completion rates that are barriers to students in continuing their school. Summer program – how to accommodate summer courses

Target for course completion rates established by each campus; campus will set targets based on respective data.

Trend of expenditure was questioned – Comptroller is currently compiling report. Each department will prioritize and monitor own expenditure.

Yap Campus Dean – In the past when campuses did not meet projection, the budget is adjusted is the same true for now? Answer: Yes.

The next step in the AY2017 budget process is for us to roll out our budget worksheets with respective VPs.

2. Chair reviewed with the team the definition of “purposeful dialogue” as described on p. 19 of the *COM-FSM Purposeful Dialogue Manual* and encouraged the team to use the process. Big questions to ask are: Does a big problem exist? Who or what causes or contributes to the problem? What is the structure of the present system? Can the problem be solved? We have a process to analyze a problem and...problem solving.
3. Meeting adjourned at 4:09 PM.

**Comments/Upcoming Meeting Date & Time/Etc.**

Chair will send out information on when the next meeting will be.

**Handouts/Documents Referenced:**

1. FY2017 Performance Budget Outcomes-Working
2. Strengthening Purposeful Dialogue

**College Web Site Link:**

<b>Prepared by:</b>	Maria Dison, Secretary	<b>Date Distributed:</b>	October 12, 2015
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**Approval of Minutes Process & Responses:**

Unanimously approved by Management Team at its November 18, 2015 meeting.

<b>Submitted by:</b>	Maria Dison, Secretary	<b>Date Submitted:</b>	November 18. 2015
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**Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:**

**Action by President:**

Item #	Approved	Disapproved	Approved with conditions	Comments